

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 33

August 1, 2003

**SUBJECT: DETECTIVE SUPERVISORY TRAINING ACKNOWLEDGEMENT,
FORM 1.55.0**

PURPOSE: The Consent Decree, in part, stipulates that officers promoted to supervisory positions shall be provided training prior to performing the duties and responsibilities of such supervisory positions. Administrative Order No. 1, 2002, *Training Requirements for Detective Supervisors*, revised eligibility and training requirements for advancement to detective supervisory paygrades, and restricted the performance of supervisory functions for detective supervisors who have not completed the requisite training. This Order activates the Detective Supervisory Training Acknowledgement, Form 1.55.0, to identify any Detective II or Detective III, who has not successfully completed supervisory training, and to document the date training was eventually completed.

PROCEDURE:

**I. DETECTIVE SUPERVISORY TRAINING ACKNOWLEDGEMENT,
FORM 1.55.0 - ACTIVATED.** The Detective Supervisory Training Acknowledgement, Form 1.55.0, is activated.

A. Use of the Form. This form is used by commanding officers to identify any Detective II or Detective III, who has not successfully completed a minimum 80-hour Commission on Peace Officer Standards and Training (POST) certified supervisory course (Basic Supervisory School or Detective Supervisory Course) and to document the date training was eventually completed.

Note: This form shall also be used for any personnel selected for future Detective II and Detective III positions, who have not met the training requirement.

B. Completion. Completion of the form is self-explanatory.

C. Distribution. The signed original Detective Supervisory Training Acknowledgement shall be retained in the detective's Area/division Employee Folder, Form 1.01.

August 1, 2003

II. COMMANDING OFFICER'S RESPONSIBILITY. Commanding officers shall verify the training history (e.g., Training Management System) of all Detective II or Detective III personnel in their command, and identify any who have not successfully completed a minimum 80-hour POST certified supervisory course (Basic Supervisory School or Detective Supervisory Course). Additionally, commanding officers shall ensure that such personnel do not perform any supervisory duties by conducting an audit every deployment period until training is complete.

Note: Personnel selected for future Detective II and Detective III positions shall have their training history verified as well.

FORM AVAILABILITY: The Detective Supervisory Training Acknowledgement, Form 1.55.0, will be available for ordering from the Department of General Services, Distribution Center, in about ninety (90) days, and will be placed on the Department's Local Area Network (LAN). A copy of the form is attached and authorized for immediate use.

AMENDMENTS: This Order adds Department Manual Sections 3/763.07 and 5/1.55.0.

AUDIT RESPONSIBILITY: The Commanding Officer, Training Group, shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.

WILLIAM J. BRATTON
Chief of Police

Attachment

DISTRIBUTION "A"